

BERLIN PUBLIC LIBRARY

New Hampshire

PART TIME LIBRARY FRONT DESK ATTENDANT

Job Title: Part time Library Front Desk Attendant

Rate of Pay: \$15.50 per hour

Brief Description of Duties:

The Berlin Public Library is seeking a part time Library Front Desk Attendant. We are seeking an individual with strong customer service & administrative skills to work part time on Monday and Friday at the Berlin Public Library. Knowledge of accounting, utilization of all types of office equipment and strong word processing, spreadsheet and general computer skills are required. High School Diploma and 2 years administrative experience preferred.

A more detailed job description is available at the Library, 270 Main Street Berlin, NH 03570 or by clicking [here](#).

Interested applicants should submit their qualifications in the form of a resume, "[City of Berlin Application for Employment](#)" form, and cover letter to the Berlin Public Library, 270 Main Street, Berlin, NH 03570.

Application deadline: Position will remain open until filled.

THE CITY OF BERLIN IS AN EQUAL OPPORTUNITY EMPLOYER